



Welcome!

Welcome to the first Newsletter in 2005, written by participants for participants!
This Newsletter is open to all participants, new and old, to share and promote new information, and to keep the fire of passion for work burning.

It is by networking together and working hand in hand that we will help one another create a future filled with hope, new possibilities and fulfilled dreams. Work is something that validates our lives and gives us a sense of well being, allowing us to give of ourselves and to participate in the game of life called self-fulfillment.

This is why I ask you to keep the fire burning!

Operations Coordinator/ Employment Coordinator

Suzette Schmiedel / Eric Cuillerier



ABOUT CANADART.CA

Canadart.ca has 4 main departments:

1.- Administration: what's new?

The administration works on two suggestions that will drive to the effectiveness of our Administrative Assistants. These two suggestions are the following ones:

a) A more deepened knowledge of software Word 2003 that currently is very used in several companies;

b) The typing skill that will permit the Administrative Assistants to improve their accuracy and their speed. A typing test is given every Friday.
These two skills are extremely important in the Administration and Secretarial fields.

2.- IT department: what's new?

How could the IT department at Canadart.ca help you land in your dream job?

The IT department at Canadart.ca functions similar to an organization where you will be working as real IT person. The department offers you the necessary skills and knowledge to prepare you for a real work environment where you will be closely working alone or in a team with your regular users, regardless of the type of field you will be specializing in (e.g. Network Administrator, Programmer, System Analyst, Database Analyst, Web developer etc.)

At Canadart.ca the practitioners apply their learned skills to gain some real world work experience, which the employers usually expect from the candidate. Canadart.ca also gives you a chance to work in a field where you need improvement, providing candidates with the opportunity to choose a field to specialize in. For example, people who wish to work with database development and administration, he or she has the chance to work as Database Analyst within Canadart.ca IT department.

The IT department at Canadart.ca is equipped with the latest in IT technologies; the developers have access to a variety of development and design tools needed to successfully deploy client-server and web-based .NET business applications. Some of the design tools and programming languages that we currently employ include: Visual Studio .NET, VB.NET, C#, ASP.NET, XML, MS SQL 2000, and Visio.

3.-Human Resources: what's new?

The Human Resources Department launched two initiatives to contribute to self-knowledge of employees, during the weekly meeting in a presentation given by Marizete Damasceno Scott, Human Resources Agent, on August 24, 2005.

a) One initiative is based on the concept of soft skills, the complement to hard skills, which are the technical



requirements of a job. It was established that the departments will select a soft skill to be focused on, ideally on a weekly basis, in mini-workshops to be delivered by the HR Department.

b)The second initiative is a proposal of feedback to colleagues in the firm, regarding their qualities. The feedback will be provided in a "Personal Growth Card", that describes the situation where a behaviour was observed that demonstrate the qualities. This exercise is expected to train participants in skills such as observation, reporting, giving and receiving compliments, also self-awareness and practising personal sales skills for interviews.

4.- Accounting/ Finance: what's new?

The Department of Accounting /Finance has four (4) sections:

Accounts payable - Accounts receivable –Payroll - External role-player (suppliers, customer, government...)

Each participant practices in turn the role of each function during two weeks. After this time we meet to report on the function he or she performed and pass to the role on the next player. This automatically gives participants a rich work experience and increases his or her knowledge and performance in this field.

What do some participants think?

Laaziz Abdat, presently plays the role of banker. It's a real pleasure for him to be able to serve the employees who come to the bank to cash their checks. What a nice experience!

Pierre Louis, holder of a diploma in Administration and as new participant, had the role of supplier and customer; and in just one day he learned how to make purchase orders, using the article number of the manufacture and to calculate or extract automatically the taxes which provided him with valuable experience.

Aude Faustin, 10 years of experience in accounting with university education in this field, enjoys honoring Canadart.ca debts. How does she proceed for paying suppliers? By checking the bank account balance of Canadart.ca and comparing it with the account balance of suppliers. And then, she can make the right decision to pay or not. This will make it possible to ensure a balance between the expenses and the income for Canadart.ca.

Houwada El-Khoury, 3 years of experience in Business Administration with a collegial education in accounting, passed two weeks performing payroll and accounts receivable functions that are of a great importance for a company. She prepares the checks for all the employees, and really enjoys handing checks to her colleagues. It has been very interesting and enriching for her.

Testimony of a participant who recently found employment.

CANADART.CA, a solution in the search for employment. By: Romual Turenne (former participant)

Towards the end of July of this year, I had the opportunity to join the practice firm Canadart.ca that offers resources and counseling to perform a result oriented job search while working in a business using latest office technologies. I quickly realized that my former methods of employment research were incorrect. The Canadart.ca team that coordinates the daily activities in this practice firm is very special and helps increase a participant's chance of obtaining employment. In less than a month I already had 3 interviews and in less than 5 weeks, the job that I occupy now which corresponds to my education and to my work related experience. During my 2 last weeks, we rang the bell 5 times, which confirmed that Canadart.ca participants filled 5 new positions. Canadart.ca is the ideal solution for employment.



The bell rings every time a participant finds a full time employment. This month, it rang 5 times for those participants: Romual – Jubair – Bountouraby, Guylaine, Neiges.

Next issue coming soon
Come and see us at Canadart.ca ! It's for you.
Thank you.